

Article 7 Section 2 – Citizenship

Table of Contents

TITLE	MPG CITE
Citizenship	<u>07.02.01</u>
Verification Requirements	<u>07.02.02</u>
Verification Standards for Citizenship and Identity	<u>07.02.03</u>
Acceptable Verifications for Citizenship and Identity	<u>07.02.04</u>
Automated Birth Record Matches	<u>07.02.05</u>
Special Consideration for Pregnant Women	<u>07.02.06</u>
Bridging Program	<u>07.02.07</u>
Aid Codes	<u>07.02.08</u>
U.S. Citizenship for Collectively Naturalized Individuals	<u>Appendix A</u>
Acceptable Verifications of Citizenship	<u>Appendix B</u>
Acceptable Verifications of Identity	<u>Appendix C</u>
Request a Birth Data Match via CalWIN	<u>Appendix D</u>
Medi-Cal Citizenship and Identity Verification Requirements Flow-Chart	<u>Appendix E</u>

07.02.01 Citizenship

A. General

Citizens of the United States are entitled to receive full-scope Medi-Cal benefits upon presentation of acceptable evidence of citizenship status and identity, if otherwise eligible. For the purpose of this section, any reference to “U.S. citizens” should be interpreted as including both U.S. citizens and U.S. nationals.

ACWDL
90-67
07-12

Note: In March 2003, the functions of the former Immigration and Naturalization Services (INS) transitioned into the Department of Homeland Security (DHS) as the U.S. Citizenship and Immigration Services (USCIS).

MPG LTR 631 (05/08)

B. Definitions Persons who fall within one of the following categories shall be considered U.S. citizens for Medi-Cal purposes.

Category	Description
U.S. Citizens/ Nationals	Persons born in one of the fifty United States or the District of Columbia (D.C.).
	Persons born in the following areas are treated the same as U.S. citizens for Medi-Cal purposes: <ul style="list-style-type: none">• American Samoa• Swain’s Island
Collectively Naturalized	Persons born in the following areas are treated the same as U.S. citizens for MC purposes, if conditions specified in MPG 7-2-Appendix A are met. <ul style="list-style-type: none">• Puerto Rico• Guam• U.S. Virgin Islands (St. John, St. Croix, and St. Thomas)• Northern Mariana Islands
Acquired Citizenship	Persons born in another country may have acquired citizenship if one or both of their parents were U.S. citizens at the time of birth, and the parent(s) met the requirements for transmitting citizenship. INS must act favorably on an application for Certificate of Citizenship, INS Form N-600, before acquired citizenship is approved. INS Form N-600 is not documentation of acquired citizenship as it merely shows the person has applied for acquire citizenship.

Derived Citizenship	<p>A child may have derived citizenship if one or both of the child's parents become citizens through naturalization before the child's eighteenth birthday.</p> <p>The child would have to have been a legal permanent resident to obtain derived citizenship through his/her parent's naturalized citizenship.</p>
Naturalized Citizenship	<p>Naturalized U.S. citizens are persons who were born abroad and have since obtained U.S. citizenship through the naturalization process.</p> <p>Many conditions must be met before a person may obtain U.S. citizenship through this process, including:</p> <ul style="list-style-type: none"> • Legal permanent resident status for at least five years; or • Marriage to a U.S. citizen for at least three years.

MPG LTR 631 (05/08)

**C.
Compact Free
Association
Act of 1985**

In accordance with the Compact of Free Association Act of 1985, citizens of the Federated States of Micronesia (FSM) and the Republic of the Marshall Islands (MIS) may live, work or study in the U.S. without restrictions. They may also qualify for full-scope Medi-Cal benefits if otherwise eligible. As proof that they are citizens of independent nations "freely associated" with the U.S., these "permanent non-immigrants" must present Arrival-Departure Records (Form I-94) annotated either CFA/FSM or CFA/MIS.

Citizens of the non-associated Republic of Palau (Koror and adjacent islands) do not qualify for full-scope Medi-Cal benefits because they are neither U.S. citizens nor permanent non-immigrants. By voting to reject free association with the U.S., they gave up any right to special status and are thus treated as nationals of a foreign country for immigration purposes. If otherwise eligible, they may be granted restricted benefits.

MPG LTR 631 (05/08)

**D. American
Indians
Born in
Canada**

American Indians born in Canada have the right to freely enter and reside in the U.S. provided that they are at least one-half American Indian ancestry. These persons may qualify for full-scope Medi-Cal benefits if otherwise eligible. Spouses or children of Canadian-born Indians and individuals, whose membership in an Indian tribe or family is created by adoption, may not qualify for this special immigration status unless they are at least fifty percent American Indian ancestry.

Membership in this class may be established by presenting any of the following documents:

- Birth or baptismal certificates issued on a reservation
- Tribal records
- Letters from the Canadian Department of Indian Affairs
- School records

MPG LTR 631 (05/08)

07.02.02 Verification Requirements

A. General

Prior to the Deficit Reduction Act of 2005 (DRA 2005), Medi-Cal applicants who claimed to be U.S. citizens were not required to provide verification of citizenship to receive full-scope Medi-Cal benefits, unless he/she claimed to have naturalized, acquired, or derived citizenship or the applicant's claim of U.S. citizenship is questionable.

Under the DRA 2005, Medi-Cal applicants declaring U.S. citizenship/national status who meet all other eligibility requirements are not eligible for full scope Medi-Cal benefits until acceptable verification of citizenship AND identity is provided.

MPG LTR 631 (05/08)

B. Verification Requirements for Applicants

Beginning May 12, 2008, most Medi-Cal applicants who declare to be U.S. citizens or U.S. nationals and who are requesting for Medi-Cal must provide acceptable documentation of citizenship **AND** identity at the time of application to receive full scope Medi-Cal benefits (unless they are exempt from the requirement as specified in MPG 7.2.02D).

Limited scope benefits shall be issued to an otherwise eligible applicant, if the applicant for whatever reason, has indicated that he/she will not present the required evidence of citizenship or identity or who stop making good faith effort to obtain it. Staff are required to take all actions specified in MPG 4-7-9 prior to issuing limited scope.

If an applicant is not exempt from the citizenship/identity verification requirements at the time of application, but meets one of the exemption criteria while he/she is making good faith effort to provide, full-scope benefits will be granted back to date of application, including any retroactive months if otherwise eligible.

Verification of citizenship AND identity is a **one-time** activity in that once the verification is requested and provided, it may not be requested again. This would apply to any individual who:

- moves from one county to another;
- has a break in aid; or
- presents evidence that he or she has met the citizenship and identity requirements in another state's Medicaid program.
- Non-citizen immigrants (aliens) are not subject to the citizenship and identity verification requirements specified under DRA. An otherwise eligible immigrant shall continue to be evaluated for Medi-Cal using existing procedures regarding acceptable evidence of alien status and identity as specified in MPG Article 4 Section 7 and Article 7 Section 3.

**D.
Exemption
from
Requirements**

Medi-Cal applicants/beneficiaries in any of the following groups are exempt from the citizenship and identity verification requirements as long as they remain recipients of those programs:

- Current Supplemental Security Income (SSI)-Title XVI beneficiaries
- Current Social Security Disability Insurance (SSDI)-Title II beneficiaries
- Current Medicare- Title XVIII beneficiaries (Parts A, B, C, or D)
- Current Social Security Retirement and Survivors Insurance (RSI) Title II beneficiaries who receive those benefits based on their own disability
- Minor Consent Medi-Cal applicants and beneficiaries (Aid Code 7M, 7N, 7P, 7R)
- Children who are recipients of Title IV-E or Title IV-B foster care assistance, Foster Care 45 aid code, adoptions assistance, Kinship Guardianship Assistance Payments (KIN-GAP)
- Children who are in receipt of Former Foster Care Children (FFCC) 4M aid code
- Individuals who are receiving Medi-Cal Dialysis Only and Dialysis Supplement Program (Aid Code 71)
- Individuals who are receiving Total Parenteral Nutrition (Aid Code 73)
- Individuals Indigent Long Term Care (Aid Code 53)

ACWDL
08-54

ACWDL
08-54

EXCEPTIONS:

The following groups shall be exempted from the citizenship and identity verification requirements **indefinitely**.

- Deemed eligible infants who are born in the U.S. and are therefore citizens (includes children born to non-citizen mothers whose delivery was covered by Medi-Cal)
- Children covered under the Abandoned Baby Program who are born in the U.S. and have no documentation

Medi-Cal beneficiaries who report a change in their citizenship status (e.g. a legal permanent resident alien who became a U.S. citizen through the naturalized process) are required to provide acceptable documentation of citizenship AND identity. However, unlike Medi-Cal applicants, Medi-Cal beneficiaries, if otherwise eligible, shall continue to receive the same level of benefits provided that they are making a good faith effort to provide the required citizenship and identity documents.

Limited-scope benefits shall be issued to an otherwise eligible current beneficiary, if the beneficiary for whatever reason, has indicated that he/she will not present the required evidence of citizenship or identity or who stop making good faith effort to obtain it. The beneficiary's full-scope benefits will be reduced to limited-scope benefits the first of the following month provided that the ten-day notice requirement is met.

When a beneficiary reports a change in their citizenship status at

annual redetermination, the redetermination shall be certified as complete with no reduction in benefits if both of the following conditions are met:

- the only outstanding verifications are for citizenship and/or identity; and
- the beneficiary is otherwise eligible and is making a good faith effort to provide the required documents.

MPG LTR 651 (01/09)

**E.
Presumptive
Eligibility (PE)
/ Accelerated
Enrollment
(AE) for
Children**

The requirement to provide verifications of citizenship and identity does not apply to individuals at the time presumptive eligibility or accelerated enrollment is established. These programs include:

- Presumptive Eligibility for Pregnant Women;
- Child Health and Disability Prevention (CHDP) Gateway
- Accelerated Enrollment at the Single Point of Entry
- School Lunch Program
- Presumptive MC eligibility under the Breast and Cervical Cancer Treatment Program (BCCTP)

Evidence of citizenship and identity must be provided when ongoing Medi-Cal eligibility is determined, unless the individual falls within one of the exemption groups identified in MPG Section 7.2.02.D.

Individuals receiving Medi-Cal coverage under one of the above PE or AE program will continue to be aided under the appropriate PE or AE aid code as long as they are making a good effort to provide the required citizenship and/or identity documents and if all other eligibility requirements are met.

Note: Presumptively disabled relates to one Medi-Cal eligibility requirement and is not the same as Presumptive Eligibility. Individuals who are presumptively disabled are not exempt from the DRA citizenship/identity verification requirements and must provide acceptable documentation at the time of application to receive full scope Medi-Cal benefits, if otherwise eligible.

DRA
Q & A
DHCS
Website

MPG LTR 651 (01/09)

F. CalWORKs

The CalWORKs citizenship and identity documentation requirements fulfill the DRA requirements. Therefore, CalWORKs recipients would have met the citizenship and identity verification requirements from the beginning date of their CalWORKs aid and will not be required to provide documentation of their citizenship and identity for on-going Medi-Cal eligibility. This would include individuals discontinued from CalWORKs and transitioned to either Transitional Medi-Cal (TMC), Edwards v Kizer (Aid Code 38) or any other Medi-Cal program.

However, CalWORKs beneficiaries who receive CalWORKs during the

initial 90 days in which they have to provide the documents and then lose CalWORKs eligibility for failure to provide the required citizenship document, will:

- be required to provide documentation of citizenship prior to their redetermination date; and
- continue to receive full-scope benefits during their reasonable opportunity period if otherwise eligible.

MPG LTR 631 (05/08)

7.02.03 Verification Standards for Citizenship and Identity

A. Citizenship Document Standard

Verifications of U.S. citizenship can be submitted in person, by mail, or by a guardian or an authorized representative. To verify U.S. citizenship, the verifications provided must meet all of the following conditions:

- be original documents or copies certified by the issuing agency; **AND**
- show U.S. place of birth or that the person is a U.S. citizen/national; **AND**
- fall within those identified in MPG 7.2.Appendix B.

While the applicant/beneficiary has been informed of the requirement to provide the most reliable documents they have, the worker must accept and consider citizenship/identity verification requirements to be met if the document provided falls within those identified on MPG 7.2.Appendix B.

Refer to MPG 7.2.04.F for procedures on requesting DHCS's approval to accept documents not identified on MPG 7.2.Appendix B.

NOTE: Uncertified copies or notarized copies may NOT be accepted.

MPG LTR 631 (05/08)

B. Identity Document Standard

Verifications of identity can be submitted in person, by mail, or by a guardian or an authorized representative. To verify the identity of a U.S. citizen, the document provided must :

- fall within the those identified in MPG 7.2.Appendix C; **AND**
- contain sufficient identifying information that relates to the person named on the document. This may include a combination of any of the following (not an all inclusive list):
 - Photograph of the applicant or beneficiary (preferred)
 - Name
 - Height
 - Age
 - Weight
 - Sex
 - Eye Color
 - Race

Expired documents are acceptable as evidence of identity. Refer to MPG 7.2.04.E regarding special identity rules for children under 18.

MPG LTR 631 (05/08)

7.02.04 Acceptable Verifications for Citizenship and Identity

A. General

Federal guidelines provide a ranking of acceptable evidence for documenting citizenship and identity, ranging from most (primary) to least reliable. DHCS 0001 and 0002 inform applicants and beneficiaries of the requirement to provide the most reliable documents they have. However, the worker must accept and consider the citizenship and identity verification requirements to be met if the documents provided fall within those identified below. Refer to MPG 7.2.Appendix B and Appendix C for detailed descriptions of acceptable citizenship and identity verifications.

Reminder: Medi-Cal applicants/beneficiaries who claim to be a U.S. citizen/national and who request Medi-Cal are required to provide verification of citizenship AND identity (unless they are exempt from the requirement).

MPG LTR 631 (05/08)

B. Documents Establishing U.S. Citizenship AND Identity

Primary evidence of citizenship and identity are documents of highest reliability and conclusively establish an individual's U.S. citizen status. The following documents are classified as primary evidence and shall be used to satisfy both U.S. citizenship **AND** identity verification requirements:

- U.S. Passport issued without limitation, current or expired (i.e. U.S. Passport Book, U.S. Passport Card)
- Certificate of Naturalization (DHS Form N-550 or N-570)
- Certificate of Citizenship (DHS Form N-560 or N-561)

DRA
Q & A
DHCS
Website

Note: Applicants or beneficiaries born outside of the U.S. who were not citizens at birth must submit one of primary evidences listed above.

MPG LTR 651 (01/09)

C. Documents Establishing U.S. Citizenship Only

When primary evidence of citizenship is not available, any one of the following documents, starting with "Second Level Evidence of Citizenship," can be used as evidence of citizenship. **When an applicant or beneficiary provides any one of these documents, separate evidence of identity is required.** Refer to MPG 7.2.Appendix B for detailed description.

Second Level Evidence of Citizenship

U.S. Public Birth Certificate issued before age five and showing birth in:

- One of the 50 United States
- District of Columbia
- American Samoa

<p>U.S. Public Birth Certificate issued before age five and showing birth in:</p> <ul style="list-style-type: none"> • Swain's Island • Puerto Rico (DOB on or after 1/13/41) • U.S. Virgin Islands (DOB on or after 1/17/17) • Northern Marian Islands (DOB after 11/4/86, NMI local time) • Guam (DOB on or after 4/10/1899) <p>Note: Children born in the U.S. to foreign sovereigns or diplomatic officers are NOT U.S. citizens unless citizenship status was acquired through either the derived or naturalized citizenship process.</p>
DHCS Birth Record Data Match if born in California
Certification of Report of Birth (DS-1350)
Certification of Birth issued by the Department of State (Form FS-545 or DS-1350)
Report of Birth Abroad of a U.S. Citizen (FS-240)
U.S. Citizen I.D. Card (Form I-197 or I-179)
American Indian Card (I-872)
Northern Mariana Identification Card (I-873)
Final Adoption Decree showing U.S. place of birth
Evidence of civil service employment by U.S. Government showing employment before 6/1/76
U.S. Military Record showing U.S. place of birth
SAVE Verification – Verification by the Systematic Alien Verification for Entitlements (SAVE) system is acceptable evidence of citizenship for naturalized citizens. However, a Medi-Cal applicant is not eligible for full-scope benefits during the time it takes to verify citizenship using the SAVE system.
Note: Workers may generate a SAVE to verify the current status of immigrants who claim to be United States citizens if they have an A-Number or an I-94.
Proof of Adoption under the Child Citizenship Act provided that certain conditions are met. Refer to MPG 7.2.Appendix B for a list of conditions.
Third Level Evidence of Citizenship
Extract of a hospital record on hospital letterhead established at time of birth showing U.S. place of birth. Extract must be on hospital letterhead, signed, and reference hospital medical records.
<p>Life, health or other insurance record meeting all of the following conditions:</p> <ul style="list-style-type: none"> • shows U.S. place of birth; AND • was created at least 5 years before the initial Medi-Cal application date, unless the applicant is under the age of five.
<p>Early school records containing all of the following information:</p> <ul style="list-style-type: none"> • the name of the child; • date of admission to the school; • date of birth of the child; • U.S. place of birth for child; AND

Clarifica-
tion
DHCS

<ul style="list-style-type: none"> the name and place of the birth of the child's parent. 	
<p>Religious records recorded in the U.S. within three months must show that the:</p> <ul style="list-style-type: none"> birth occurred in the U.S; AND date of birth or the individual's age at the time the record was made. <p>Note: The record must be an official record with the religious organization. Refer to MPG 7.2.Appendix B for instructions on handling questionable cases.</p>	
Fourth Level Evidence of Citizenship	
Federal or State census record showing U.S. citizenship or a U.S. place of birth and applicant's age. (Generally for persons born 1900-1950)	
Roll of Alaska Natives maintained by the Bureau of Indian Affairs	
Seneca Indian Tribal Census record	<p>Acceptable only if all of the following conditions are met::</p> <ul style="list-style-type: none"> Show U.S. place of birth; AND Was created at least 5 years before the initial Medi-Cal application date, unless the applicant is under the age of five
Bureau of Indian Affairs tribal census record of the Navaho Indians	
U.S. State Vital Statistics official notification of birth registration	
Amended U.S. public birth record, amended more than 5 years after the person's birth	
Statement signed by the physician or midwife who was in attendance at time of birth	
Institutional admission papers from a nursing facility, skilled care facility or other institution	
Medical (clinic, doctor or hospital) record – Excluding immunization records	
<p>Written Affidavit provided that:</p> <ul style="list-style-type: none"> no other evidence of citizenship can be obtained; AND the affidavit(s) be signed under penalty of perjury by at least two individuals who have personal knowledge of the event(s) establishing the applicant's/beneficiary's claim of citizenship; AND at least one of the individuals providing an affidavit must not be related to the applicant or beneficiary who is the subject of the affidavit; the individual (s) making the affidavit must be able to prove his/her own citizenship and identity for affidavit to be accepted; AND a second affidavit from the applicant/beneficiary or other knowledgeable person explaining why documentary evidence does not exist or cannot be readily obtained is also required; AND the applicant or beneficiary and affiants must provide acceptable evidence of identity specified in MPG 7.2.Appendix C. 	

NOTE:

- Affidavits of citizenship may be used for naturalized citizens.
- Affidavits of citizenship do not need to be notarized.
- Affidavits may NOT be used for both citizenship and identity.

MPG LTR 651 (01/09)

D. Documents Establishing Identity of a U.S. Citizen

A Medi-Cal applicant or beneficiary must also provide acceptable identity document when:

- Primary evidence (i.e. United State Passport, Certificate of Naturalization (Form N-550 or N-570), Certificate of U.S. Citizenship (Form N-560 or N-561) is not available; AND
- Evidence from the second through fourth levels is presented.

Acceptable identity documents shall include any one of the following. Refer to MPG 7-2-Appendix C for detailed descriptions.

- Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaska Native tribal document
- Driver's license issued by a State or Territory
- School identification card with a photograph of the individual
- U.S. military identification card or draft record
- Identification card issued by the Federal, State, or local government with the same identifying information included on driver's license
- U.S. Military dependent's identification card
- Native American Tribal document
- U.S. Coast Guard Merchant Mariner card
- A U.S. Passport, current or expired, even if issued with limitation.
- Affidavits of identity for disabled individuals in institutional care facilities signed by a residential care facility director or administrator on behalf of an institutionalized individual in the facility.
- Three or more corroborating identity documents, provided that the documents were not used to establish citizenship and the applicant/beneficiary provided a second or third level evidence of citizenship. Documents submitted must at a minimum include the individual's name or any other identifying information.

Note: Expired identity documents are acceptable proof of identity.

MPG LTR 631 (05/08)

E. Special Identity Rules of Children Under 18

The following documents may be used to establish the identity of a child under sixteen (16):

- clinic records, doctor records or hospital records;
- school, nursery or daycare records including report cards (Such

records must be verified by the worker with the issuing school. A phone contact with the issuing school is sufficient verification if the contact is narrated in case file); or

- an affidavit signed under penalty of perjury by a parent, guardian or caretaker relative stating the date and place of birth of the child when no other identity documents are available. The signature on the application (MC 210 or MC 321) signed under penalty of perjury stating place and date of birth of child under 16 can also serve as an affidavit if no other acceptable evidence of identity is provided at time of application or redetermination. The National School Lunch Program (NSLP) application is not equivalent to the MC 210 or MC 321 and cannot be used as an affidavit to establish identity.

DRA
Q & A
DHCS
Website

For children under eighteen (18), an affidavit of identity (DHCS 0009) may be used in instances where the child cannot obtain a school ID card and does not have a Driver's License.

ACWDL
08-29

Note:

- A non-citizen parent or guardian may provide an affidavit of identity of a child under 18.
- An affidavit cannot be used to established identity of a child if an affidavit for citizenship was provided.
- The affidavit does not need to be notarized.

MPG LTR 651 (01/09)

**F. Other
Citizenship
Documents**

When an applicant or beneficiary is otherwise eligible, but is unable to provide verifications of citizenship specified in MPG 7-2-Appendix B, he or she will in some cases provide an original or certified copy of a document which the FRC believes constitutes reliable documentation of U.S. citizenship. In such cases, send all pertinent case information to the Medi-Cal Program Specialist.

Upon receipt of the referral, the Program Specialist will evaluate the document for reliability, log the referral, and forward all documents to DHCS for a determination. If and when DHCS approves the use of a citizenship document not previously approved on MPG 7.2.Appendix B, DHCS will report the citizenship information directly to MEDS for the individual. DHCS will modify MEDS INQE to accept the new document type as "Other Acceptable Document Approved by DHCS" and the worker will be notified of DHCS action.

Only DHCS will have the ability to report other documents to MEDS. Other documents are evaluated on a case-by-case basis. Approval of a new document type does not indicate approval of this new document type for any individual other than the one approved.

Reminder:

- Applicants who submit other evidence of citizenship will remain in pending status until DHCS has completed the review and

determination.

- Otherwise eligible beneficiaries, who report a change in their citizenship status (e.g. a legal permanent resident alien who became a U.S. citizen through the naturalized process), will continue to receive the same benefits until DHCS has completed the review and determination.

MPG LTR 631 (05/08)

07.02.05 Automated Birth Record Matches

A. General

Applicants/beneficiaries who are born in California and who are not exempt from the citizenship/identity verification requirements may have their citizenship verified by means of an automated data match against state birth records. The data match compares the California birth records against information in the Medi-Cal Eligibility Data System (MEDS), the Statewide Client Index (SCI), and CalWIN.

When a successful match occurs, citizenship information is automatically populated to the MEDS INQE screen for the matched individual. Electronic birth records are considered second level evidence of citizenship. The worker shall use this system to attempt to obtain birth record matches for all California-born applicants and beneficiaries.

A request for a birth record match can be initiated at the State level or County level. The worker may request for a birth record match via entries in CalWIN or submission of a 14-28B - MEDS Citizenship/Identity Request: AP19 to the MEDS Operator in the office.

MPG LTR 631 (05/08)

B. State-Run Matches

Automated birth record matches are performed by DHCS for existing Medi-Cal eligibles and applicants already known to MEDS. It is anticipated that DHCS will initiate the automated birth record matches monthly. Applicants and beneficiaries for whom a match was found are not required to provide evidence of citizenship since DHCS has confirmed the information electronically.

Applicants/Beneficiaries for whom a matching birth record is found are still required to provide evidence of identity.

MPG LTR 631 (05/08)

C. Requesting Birth Record Match via CalWIN

When an applicant/beneficiary reports that he/she was born in California, the worker will request for a Birth Record Data Match in CalWIN. Refer to MPG 7.2.Appendix D on how to initiate the request via CalWIN.

MEDS alerts will be generated to the assigned worker when:

- An acceptable match has been found.
- An acceptable match has not been found and other evidence of citizenship is required.

Based on the MEDS alert received, the worker is required to take actions specified in MPG 7.2.05.E. and 7.2.05.F.

MPG LTR 631 (05/08)

**D.
Requesting
Birth Record
Match
Manually**

When CalWIN is not available and the worker needs to submit a Birth Record Match request to MEDS, the worker will submit a completed 14-28B to the MEDS Operator in the FRC. The 14-28B must contained the following information:

- Applicant or Beneficiary Birth Name
- Date of Birth
- City and/or County of Birth
- Mother's Maiden Name (optional)
- Father's Name (if known)

MEDS alerts will be generated to the assigned worker when:

- An acceptable match has been found
- An acceptable match has not been found and other evidence of citizenship is required

Based on the MEDS alert received, the worker is required to take actions specified in MPG 7-2-05.E. and 7-2-05.F.

MPG LTR 631 (05/08)

**E.
Processing
Matched Birth
Records**

When a valid birth record match is found, the worker must mail the DHCS 0006 - Proof of Citizenship or Identity Needed For Medi-Cal Applicants and Beneficiaries Who Are U.S. Citizens or Nationals to inform the applicant/beneficiary of the result and whether identity verifications are still required.

Verifications of identity are still required unless valid birth record matches are of children under 16. In these cases, an affidavit signed under penalty of perjury by a parent or guardian (e.g. signature on MC 210 or MC 321) stating the date and place of birth of the child, are accepted as evidence of identity for children under 16.

For children between the ages of 16 and 17, an affidavit of identity (DHCS 0009) may be used in instances where the child cannot obtain a School ID Cards and does not have Drivers' License.

ACWDL
08-29

MPG LTR 651 (01/09)

**F. Processing
Unmatched
Records**

When a valid birth record match is NOT found, the worker must inform the applicant/beneficiary born in California of the result and that a citizenship document is still required by mailing the following forms:

- DHCS 0006 - Proof of Citizenship or Identity Needed For Medi-Cal Applicants and Beneficiaries Who Are U.S. Citizens or Nationals
- DHCS 0004 - Request for California Birth Record if boxes 3, 4, or 5 are checked on the DHCS 0006.

Upon receipt of additional information, the worker will submit a new birth record match request.

Note:

- The worker may complete DHCS 0004 for the applicant/beneficiary by phone or in the office, in which case, the worker will not need to include the DHCS 0004 when mailing the DHCS 0006
- Verifications of identity are still required unless valid birth record matches.

MPG LTR 631 (05/08)

**G.
Validating
Copies of
CA Birth
Certificates**

When an applicant or beneficiary presents a non-certified copy of a California birth certificate, the worker may use the information contained in the copy to request a birth record match.

Upon a successful birth record match, the worker is not required to retain the non-certified copy in the case file.

MPG LTR 631 (05/08)

07.02.06 Special Consideration for Pregnant Women

A. Required Action

When an applicant is pregnant, workers must take the following actions:

Inform the applicant of her options to either:

1. Continue in her effort to obtain the required citizenship and/or identity documents, during which time:
 - She can apply for Presumptive Eligibility Program at a PE participating clinic or provider's office to cover prenatal care services but not the cost of delivery; AND
 - Her application for full-scope Medi-Cal benefits will remain in "pending" status
2. Request to receive limited scope benefits, which will cover prenatal services and cost of delivery, because she is not able to provide CIT/ID documents at this time.

For applicants that choose to continue in their effort to obtain the required citizenship and/or identity document, the worker will take the following actions:

If applicant has not submitted the documents and has not elected to receive limited scope benefits...	Then ...
By the end of the 5 th month of her pregnancy	<ul style="list-style-type: none">• Contact client by phone and restate her options as indicated above; and• Mail 14-89 DRA Reminder Flyer for Pregnant Women in Month Six.
Within 30 days of her estimated date of confinement (EDC)	Contact client by phone and restate her options as indicated above

County
Policy

For applicants that choose to stop making good faith effort and be eligible for limited scope, the worker will inform the applicant that if she is able to provide documentation of her citizenship/identity within a year from her original date of application, she will be entitled to receive full-scope Medi-Cal benefits back to her date of application, including any retroactive period.

EXCEPTION:

If the applicant is eight months pregnant when she applies for Medi-Cal, the worker will inform the applicant that she will be granted limited-scope Medi-Cal, which will cover labor and delivery services if she cannot provide proof of citizenship. The worker further informs the applicant that if acceptable proof of citizenship is received within one year of her application date, her limited scope benefits will be

expanded to full-scope benefits, as of the date of her Medi-Cal application, including any retroactive period if she is otherwise eligible.

Note: DHCS requires that we inform pregnant women of the options specified above.

MPG LTR 651 (01/09)

7.2.07 Bridging Program

A. General

The Medi-Cal to HF Bridging Program provides one month of additional full-scope zero SOC Medi-Cal to certain children when changes in family circumstances result in the loss of zero SOC Medi-Cal. This extra month allows the family time for their information to be forwarded to HF (with their consent) for a HF evaluation, or for them to contact HF to complete an application before the SOC increases.

Currently, individuals who are receiving full-scope Medi-Cal benefits and who meet the eligibility criteria for the Bridging Program as specified in MPG 5-8-11 are granted 7X aid code.

MPG LTR 631 (05/08)

B. Restricted Aid Code for the Bridging Program

When an individual is receiving “limited scope” Medi-Cal benefits because he/she fails to meet the verification of citizenship/identity requirements at the end of the reasonable opportunity period AND is determined to be eligible for the Bridging Program, he/she shall be granted bridging restricted aid code of E1. A referral shall be made to Healthy Families as appropriate.

Until CalWIN is programmed to transmit the E1 aid code to MEDS, the individual will continue to receive his/her restricted benefits under the existing restricted aid code for the one month bridge period. The full-scope 7X aid code shall NOT be used to issue bridging to an individual who failed to meet the citizenship/identity verification requirements at the end of his/her reasonable opportunity period.

Clarifica-
tion
DHCS

MPG LTR 651 (01/09)

7.2.08 Aid Codes

A. Full-Scope Benefit Aid Codes

U.S. citizens/nationals who provide acceptable evidence of citizenship and identity are to be assigned the regular full-scope or citizen pregnancy-related services aid code.

MPG LTR 631 (05/08)

B. Limited- Scope Benefit Aid Codes

Until the Department of Health Care Services (DHCS) implements a long-term automated process, the following aid code shall be used to issue limited scope Medi-Cal benefits to an otherwise-eligible non-exempt U.S. citizen/national if for whatever reason, has indicated that he/she will not present the required evidence of citizenship or identity or who stop making good faith effort to obtain it.

- Regular restricted-scope aid code based on the coverage the citizen is eligible to receive for Medi-Cal only persons or families. Examples are aid code 3V (for a person or family eligible under 1931(b)); aid code 58 or 5F (for a medically needy/indigent person or family).
- 55 aid code for otherwise eligible citizens who need long term care services

MPG LTR 631 (05/08)

APPENDIX A. U.S. CITIZENSHIP FOR COLLECTIVELY NATURALIZED INDIVIDUALS

Some individuals are “collectively naturalized” based on when and where they were born. Persons who provide acceptable evidence of citizenship and identity that meets the criteria below for collective naturalization are U.S. citizens. The following will establish U.S. citizenship for collectively naturalized individuals:

Country of Origin	Citizenship Documentation
Puerto Rico	<ul style="list-style-type: none"> • Evidence of birth in Puerto Rico on or after April 11, 1899 and the individual’s statement indicating that he/she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; OR • Evidence that the individual was a Puerto Rican citizen and the individual’s statement indicating that he/she was residing in Puerto Rico on March 1, 1917 and he/she did not take an oath of allegiance to Spain.
U.S. Virgin Islands (St. John, St. Croix, and St. Thomas)	<ul style="list-style-type: none"> • Evidence of birth in the U.S. Virgin Islands and the individual’s statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927; OR • The individual’s statement indicating residence in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and he/she did not make a declaration to maintain Danish citizenship; OR • Evidence of birth in the U.S. Virgin Islands and the individual’s statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.
Northern Mariana Islands (NMI) [Formerly part of the Trust Territory of the Pacific Islands (TTPI)] Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.	<ul style="list-style-type: none"> • Evidence of birth in the NMI, TTPI citizenship, residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time), and the individual’s statement that he/she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); OR • Evidence of TTPI citizenship, continuous residence in the NMI since November 3, 1981 (NMI local time), voter registration prior to January 1, 1975, and the individual’s statement that he/she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); OR • Evidence of continuous domicile in the NMI since before January 1, 1974 and the individual’s statement that he/she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time).
Guam	Must show evidence of birth in Guam on or after April 10, 1899.

APPENDIX B. ACCEPTABLE VERIFICATIONS OF CITIZENSHIP

Detailed Description of Citizenship Documents

Primary Evidence of Citizenship	
<ul style="list-style-type: none"> These are documents of the highest reliability and conclusively establish that an individual is a U.S. citizen. Applicants or beneficiaries born outside of the U.S. who were not citizens at birth must submit one of these documents. <p>Note: When an applicant or beneficiary provides one of these documents separate evidence of identity is NOT required.</p>	
Citizenship Document	Explanation
United States Passport issued without limitation	<p>Issued by the Department of State. An expired U.S. passport may be accepted as evidence of U.S. citizenship, as long as it was originally issued without limitation. A U.S. passport card issued without limitation is equivalent to a passport book.</p> <p>Note: Spouses and children were sometimes included on one passport through 1980. The citizenship and identity of the included person can be established when one of these passports is presented.</p>
Certificate of Naturalization (Form N-550 or N-570)	Issued by the Department of Homeland Security (DHS) for naturalization. Prior to 1991 issued by Federal and State Courts.
Certificate of U.S. Citizenship (Form N-560 or N-561)	Issued by DHS to individuals who derive citizenship through a parent.
Second Level Evidence of Citizenship	
<ul style="list-style-type: none"> These documents are of high reliability. They are to be used when evidence of highest reliability is not available <u>and</u> the applicant or beneficiary declares birth in the U.S. California Department of Health Care Services' (DHCS) electronic verification of birth record information meets the requirement of citizenship documentation. No further citizenship documentation is necessary; however identity will still need to be verified. <p>Note: When an applicant or beneficiary provides one of these documents, separate evidence of identity is required.</p>	
Citizenship Document	Explanation
U.S. Public Birth Certificate showing birth in <ul style="list-style-type: none"> One of the 50 United States; District of Columbia; American Samoa; Swain's Island; Puerto Rico (DOB on or after 1/13/41); U.S. Virgin Islands (DOB on or after 1/17/17); Northern Mariana Islands (DOB after 11/4/86, NMI local time); or Guam (DOB on or after 4/10/1899). 	<ul style="list-style-type: none"> The birth record document may be issued by the State, Commonwealth, Territory or local jurisdiction. It must have been issued before the person was five years of age. <p>An amended birth record document that is amended after 5 years of age is considered fourth level of evidence of citizenship.</p> <p>Note: If the document shows the individual was born in Puerto Rico, Guam, the Virgin Islands of the U.S., or the Northern Mariana Islands before these areas became part of the U.S., the individual may be a Collectively Naturalized citizen. Collective Naturalization occurred on the dates listed for each of the Territories. See Attachment A for additional requirements for Collective Naturalization.</p>
Certification of Report of Birth (DS-1350)	<p>Issued by the Department of State to U.S. citizens in the U.S. who were born outside the U.S. and acquired U.S. citizenship at birth, based on information shown on a Consular Report of Birth Abroad of a Citizen of the United States (FS-240).</p> <p>When the birth was recorded on an FS 240, certified copies of the DS-1350 can be issued by the Department of State in Washington D.C. The DS-1350 contains the same information as that on the FS-240. The DS-1350 is not issued outside the U.S.</p>

Second Level Evidence of Citizenship (continued)	
Citizenship Document	Explanation
Certification of Birth Abroad (FS-545)	Prior to November 1, 1990, Department of State consulates also issued Form FS-545 along with the prior version of the FS-240. In 1990, U.S. consulates ceased to issue Form FS-545. Treat an FS-545 the same as the DS-1350.
Consular Report of Birth Abroad of a Citizen of the United States (FS-240)	Issued by the Department of State consular office. A consular Report of Birth can be prepared only at an American consular office overseas while the child is under the age of 18. Children born outside the U.S. to U.S. military personnel usually have one of these.
U.S. Citizen I.D. Card (I-197 or I-179) Note: Section 1903(x) of the Act incorrectly refers to the same document as an I-97.	INS issued the I-179 from 1960 until 1973 when it revised the form and renumbered it as Form I-197. INS issued the I-197 from 1973 until April 7, 1983. INS issued Form I-179 and I-197 to naturalized U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings. Although neither form is currently issued, either form that was previously issued is still valid.
American Indian Card (I-872)	Issued by DHS to identify a member of the Texas Band of Kickapoos living near the U.S./Mexican border. The classification code "KIC" and a statement on the back denote U.S. citizenship.
Northern Mariana Card (I-873)	Issued by INS to a Collectively Naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 4, 1986. The card is no longer issued; those previously issued are still valid.
Final Adoption Decree	The adoption decree must show the child's name and U.S. place of birth. In situations where an adoption is not finalized and the State in which the child was born will not release a birth certificate prior to final adoption, a statement from a State approved adoption agency that shows the child's name and U.S. place of birth is acceptable. The adoption agency must state in the certification that the source of the place of birth information is an original birth certificate.
Evidence of Civil Service Employment by the U.S. Government	The document must show employment by the U.S. government before June 1, 1976. Individuals employed by the U.S. Civil Service prior to June 1, 1976 were required to be U.S. citizens.
U.S. Military Record	The document must show date of birth and a U.S. place of birth (for example a DD-214).
SAVE Verification	<p>Verification of citizenship through the Systematic Alien Verification for Entitlements (SAVE) system is acceptable evidence of citizenship. Applicants are not eligible for Medi-Cal during the time it takes to verify citizenship using SAVE.</p> <p>Note: Staff may use SAVE to verify the current status of immigrants who claim to be U.S. citizens if they have an A-number or an I-94. In many cases, the SAVE response will indicate that the individual is a U.S. citizen. If SAVE indicates that the individual is a U.S. citizen, that is acceptable evidence of citizenship for Medi-Cal eligibility purposes.</p>

Second Level Evidence of Citizenship (continued)	
Citizenship Document	Explanation
<p>Proof of Adoption Under the Child Citizenship Act of 2000* (effective February 27, 2001)</p> <p>* Section 101(b) of the Immigration and Nationality Act (8 U.S.C. 1101(b)(1) pertaining to international adoptions (admission for lawful permanent residence as IR-3 (child adopted outside the U.S.) or as IR-4 (child coming to the U.S. to be adopted).</p>	<p>Verification that an adopted child meets the requirements for establishing citizenship under the Child Citizenship Act is acceptable evidence of citizenship. To establish citizenship in this way requires evidence that all of the following conditions have been met on or after February 27, 2001:</p> <ul style="list-style-type: none"> • at least one parent of the child is a U.S. citizen; • the child is under 18; • the child is residing in the U.S. in the legal and physical custody of the U.S. citizen parent; • the child was admitted to the U.S. for lawful permanent residence; and • if adopted, the child satisfies the specified Immigration and Nationality Act (INA) requirements pertaining to international adoptions.
<p>Third Level Evidence of Citizenship</p> <ul style="list-style-type: none"> • These documents are of lesser reliability. • They are to be used when evidence of highest reliability is not available <u>and</u> the applicant or beneficiary declares birth in the U.S. <p>Note: When an applicant or beneficiary provides one of these documents separate evidence of identity is required.</p>	
Citizenship Document	Explanation
Extract of a Hospital Record on Hospital Letterhead Established at the Time of Birth	<ul style="list-style-type: none"> • Must have been created five years before the initial application date and indicate a U.S. place of birth. • Must be on hospital letterhead, signed, and reference hospital medical records. • For children under 16 must have been created near the time of birth or five years before the application. <p>Souvenir birth certificates issued by a hospital are <u>not</u> acceptable.</p>
Life, Health, or Other Insurance Record	<p>Document must:</p> <ul style="list-style-type: none"> • Indicate a U.S. place of birth; and • have been created at least five years before the initial application date (or near the time of birth if under 16). <p>Life or health insurance records may show biographical information for the person including place of birth; the record can be used to establish U.S. citizenship when it shows a U.S. place of birth.</p>
Religious Records (e.g. Certificate of Baptism)	<p>To be acceptable as evidence of citizenship, religious records must:</p> <ul style="list-style-type: none"> • be recorded in the U.S. within 3 months of birth; • show that the birth occurred in the U.S.; • show either the date of birth, or the individual's age at the time the record was made; and • be an official record with the religious organization. <p>In questionable cases (e.g., where the record was recorded near a U.S. international border and the child may have been born outside the U.S.), the county must either verify the religious record or document that the mother was in the U.S. at the time of the child's birth.</p>
Early school records	<p>Must include all of the following:</p> <ul style="list-style-type: none"> • child's name; • date of admission to the school; • date of birth; • a U.S. place of birth; and • name(s) and place(s) of birth of the child's parent(s).

Fourth Level Evidence of Citizenship

- These documents are of the least reliability.
- They are to be used when first, second, and third level evidence of citizenship is not available and the applicant or beneficiary declares birth in the U.S.

Note: When an applicant or beneficiary provides one of these documents separate evidence of identity is required.

Federal or State Census Record	<p>Must include all of the following:</p> <ul style="list-style-type: none"> • Age; and • U.S. citizenship or a U.S. place of birth. <p>Note: Census records from 1900 through 1950 contain certain citizenship information. To secure this information, the applicant/beneficiary will need to complete an Application for Search of Census Records for Proof of Age (Form BC-600). Add in the remarks portion "U.S. citizenship data requested." Also, add that the purpose is for Medicaid eligibility. This form requires a fee.</p>
<p>Seneca Nation of Indians Tribal Census Record*</p> <p>Bureau of Indian Affairs tribal census records of the Navajo Nation*</p> <p>Bureau of Indian Affairs Roll of Alaska Natives*</p> <p>U.S. State Vital Statistics Official Notification of Birth Registration</p> <p>Delayed U.S. public birth record**</p> <p>Statement Signed by Physician or Midwife in Attendance at time of birth*</p>	<p>All documents must:</p> <ul style="list-style-type: none"> • Indicate a U.S. place of birth; and • Have been created at least five years before the application for Medi-Cal. <p>* For children under 16, the document must have been created near the time of birth or five years before the initial date of application and must show a U.S. place of birth.</p> <p>** Delayed U.S. public birth record must have been recorded more than five years after the person's birth.</p>
Institutional Admission Papers from a Nursing Facility, Skilled Care Facility, or Other Institution	<p>Admission papers generally show biographical information for the person including place of birth; the record can be used to establish U.S. citizenship when it shows a U.S. place of birth and was created at least five years before the initial date of application.</p>
Medical (clinic, doctor, or hospital) Record	<p>Medical records generally show biographical information for the person including place of birth; the record can be used to establish U.S. citizenship when it shows a U.S. place of birth.</p> <p>Immunization records are not considered medical records for purposes of establishing U.S. citizenship.</p> <p>Note: For children under 16, the document must have been created near the time of birth or five years before the date of application.</p>

Fourth Level Evidence of Citizenship (continued)

Written Affidavit

Affidavits may be used by U.S. born citizens and naturalized U.S. citizens in circumstances where no other acceptable documentary evidence of citizenship is available. In order for an affidavit to be acceptable to establish citizenship the following requirements must be met:

- No other evidence of citizenship can be obtained by the applicant or beneficiary.
- The affidavit(s) must be signed under penalty of perjury by at least two individuals who have personal knowledge of the event(s) establishing the applicant's or beneficiary's claim of citizenship. Affidavits need not be notarized.
- At least one of the individuals providing an affidavit must not be related to the applicant or beneficiary who is the subject of the affidavit.
- The individuals making the affidavit must provide proof of their own citizenship and identity, i.e., must themselves be U.S. citizens/nationals.
- If the affidavits do not explain why other evidence is unavailable, an additional affidavit should be requested from the applicant or beneficiary which includes that information.
- The applicant/beneficiary whose citizenship is addressed in the affidavit must provide acceptable evidence of identity.

Note:

- Affidavits of citizenship may be used for naturalized citizens
- Affidavits of citizenship do not need to be notarized
- Affidavits may NOT be used for both citizenship and identity

APPENDIX C. ACCEPTABLE VERIFICATIONS OF IDENTITY

Identity Document	Explanation
Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native Tribal document.	Acceptable if the document carries a photograph of the individual or has other personal identifying information relating to the individual such as age, weight, height, race sex and eye color.
Identity documents described in 8 CFR 274a.2(b)(1)(v)(B)(1) of the Immigration and Nationality Act	<p>8 CFR 274a.2(b)(1)(v)(B)(1) describes the following acceptable documents* :</p> <ul style="list-style-type: none"> • Driver's license issued by State or Territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight or eye color • School identification card with a photograph of the individual • U.S. military identification card or draft record • Identification card issued by the Federal, State, or local Government with the same identifying information included on a driver's license • U.S. Military dependent's identification card with a photograph of the individual • Native American Tribal document • U.S. Coast Guard Merchant Mariner Card with a photograph or other identifying information of the individual <p>Expired identity documents are acceptable for proof of identity.</p> <p>Exception: Do NOT accept a voter's registration card or Canadian driver's license as listed in 8 CFR 274a.2(b)(1)(v)(B)(1).</p>
Three or more corroborating identity documents	<p>Identity may be established based on three or more corroborating documents that, taken together, reasonably corroborate the identity of an individual (if there is no other evidence of identity available), provided the documents were not used to establish citizenship and the individual provided second or third level evidence of citizenship. These documents must at a minimum include the individual's name (and any other identifying information) and must contain consistent identifying information. Acceptable documents that could be used to establish identity in this way include:</p> <ul style="list-style-type: none"> • Marriage Licenses • Divorce decrees • High School Diplomas (including general education and high school equivalency diplomas) • Employer ID Cards • Property Deeds and Titles
U.S. passport issued with limitation.	Passports with limitations may be used as proof of identity. Such a passport does not have to be currently valid to be acceptable evidence of identity.
Affidavit of identity for disabled individuals in institutional care facilities	Must be signed under penalty of perjury by a residential care facility director or administrator on behalf of an institutionalized individual in the facility on behalf of the institutionalized individual in the facility but does not need to be notarized. (DHCS 0010 is a new form developed for use when an affidavit of identity is needed under these circumstances).

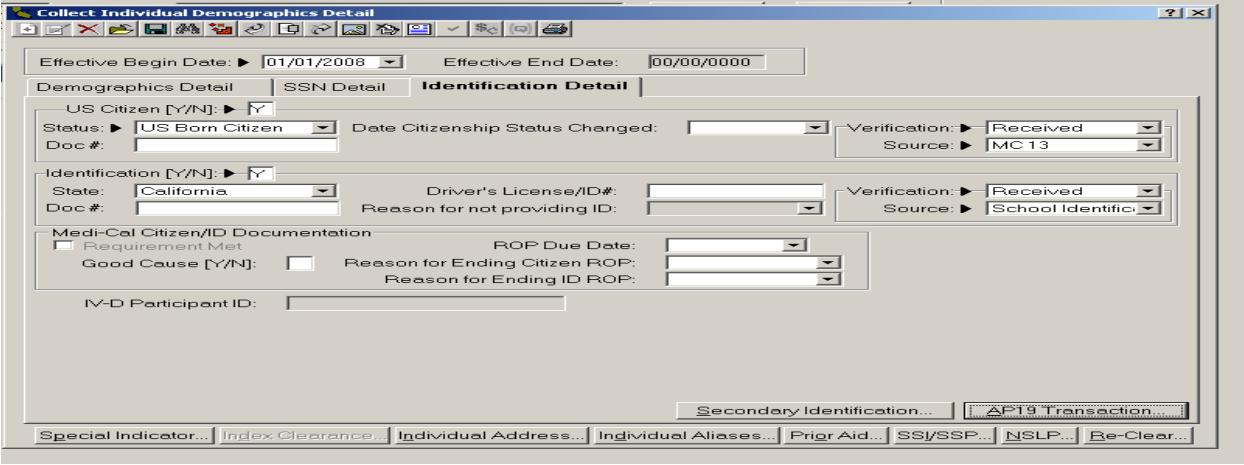
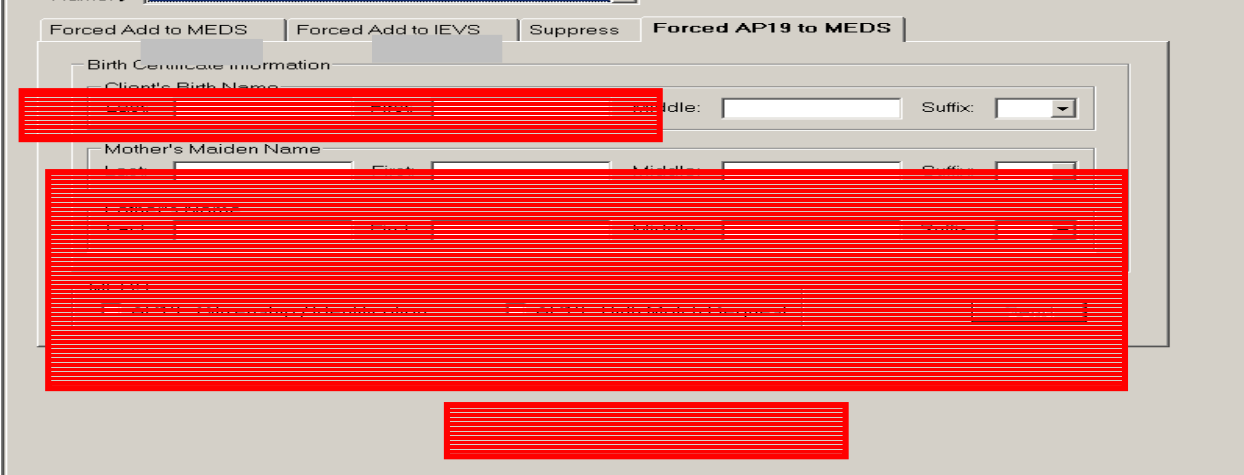
Acceptable Verifications of Identity

Identity Document	Explanation
Special identity rules for children under 18	<p>For children under 16, the following documents may be used to establish the identity:</p> <ul style="list-style-type: none"> • clinic, doctor or hospital records; • school, nursery or daycare records including report cards. If accepted, such records must verify them with the issuing school; or • an affidavit signed under penalty of perjury by a parent, guardian or caretaker relative stating the date and place of birth of the child when no other identity documents are available. The signature on the application (MC 210 or MC 321) signed under penalty of perjury stating place and date of birth of child under 16, can also serve as an affidavit if no other acceptable evidence of identity is provided at time of application or redetermination. The National School Lunch Program (NSLP) application is not equivalent to the MC 210 or MC 321 and cannot be used as an affidavit to establish identity <p>For children under 18, an affidavit of identity may be used in instances where an affidavit was not used to document citizenship for the child and the child cannot obtain a School ID Cards and does not have a drivers' license.</p> <p>Note:</p> <ul style="list-style-type: none"> • An affidavit for identity cannot be used if an affidavit for citizenship was provided. • The affidavit does not need to be notarized.

Note: Identity documents that have expired are acceptable as long as there is no reason to believe the document does not match the individual.

APPENDIX D. REQUEST A BIRTH DATA MATCH via CALWIN

When the 'Display Individual Demographics Summary' window is reached in the CalWIN queue, and there is reason to believe that the beneficiary was born in California, a Birth Record Match request can be initiated from CalWIN by following these steps:

Step	Action
1	<p>Select the AP19 Transaction on the 'Collect Individual Demographics Detail' window – 'Identification Detail' tab.</p> 
2	<p>This will bring up the 'Send Forced Add/Suppress Transaction to MEDS' window – 'Forced AP19 to MEDS' tab.</p> 
3	<p>The beneficiary should already be pre-populated in the drop-down menu. If not, select the correct person from the drop-down menu.</p>

Step	Action
4	The chosen client's Birth Name should also be pre-populated. If not, enter the information that has been provided by the beneficiary.
5	Enter the Mother's Maiden Name in the 'Last' field, her first name, middle name, if known.
6	Enter the Father's last name, first name, and middle name, if known.
7	Check the 'AP19 – Birth Match Request' check-box
8	Click the 'Send' button.

MEDS Alerts generated from Birth Match Requests

When a birth record match is initiated, the birth record match process will occur during the next nightly batch update process. When the match was successful or unsuccessful, a response will be received through the CalWIN Interface Subsystem via an alert.

Successful birth record match requests will update MEDS citizenship document information during that same nightly update and will generate the following worker alert message:

9036 REPORTED CA BORN CLIENT MATCHED TO CA BIRTH RECORD ALERT

APPENDIX E. MEDI-CAL CITIZENSHIP AND IDENTITY VERIFICATION REQUIREMENTS FLOW-CHART

